



## Memorandum

Date: November 16, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – November 16, 2017

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### Schedule

- Your November 20<sup>th</sup> agenda includes an Executive Session at 4:00 p.m. for a quarterly check in.
- City Hall will be closed Wednesday through Friday, November 22-24 for the Thanksgiving Holiday.
- Your next training session on the Council-Manager plan is scheduled for November 30<sup>th</sup> at 1:00 p.m.
- January 1<sup>st</sup> falls on a Monday. I would like to schedule a work session on Tuesday, January 2<sup>nd</sup>.

### Information Items

- West Linn GO Bond Renewal. The Citizens Budget Committee met again this week and began working on their recommendations. They will meeting again on November 28 at 5:00 p.m. to finish. They will present to their recommendations to the Council at the December 4<sup>th</sup> work session. The Trust for Public Lands is drafting the polling questions and will have a draft the week after Thanksgiving. In their role as liaisons to this effort, we'll provide the draft questions to Councilors Sakelik and Perry for their input.
- West Linn Paper Co. Closure. Nothing more to report right now. We are continuing to gather information about what is the status of the mill moving forward and what this event means for the City's waterfront planning effort.
- Library Bookstore. The move of the bookstore to the Bamboo Room is in progress. If you haven't done so, stop by and check it out.
- Tannler Development Agreement. There was a lot of e-mail about this project this week. This item is now scheduled for work session on December 4<sup>th</sup>. The format for the meeting will be educational about how development agreements work and when they are useful. If there is a need to get into the specifics of this project, we'll schedule an Executive Session to do so.
- Mixed Use Zoning Working Group. The members of the new working group have been notified of their appointment and are on standby. We'll work on convening the task force after Thanksgiving when the Community Development Department is back to full staffing.
- NA Stipend Policy. We are still researching when the stipend policy was last officially updated such that the emergency reserve was created.

- Robinwood Station Use Agreement. I am scheduled to meet with Friends of Robinwood Station on a new use agreement on Tuesday, November 28<sup>th</sup>. They received a copy of the McLean House Use Agreement as a sample agreement to work toward.
- Bolton Reservoir Update. The Bolton Water Reservoir construction is complete! The two year project was completed on time and within budget. We are sending out a new survey to gain input from citizens related to the project overall. To gain such input we are asking citizens to take a short survey related to their satisfaction on the project.
- Personnel Update. This week Interim Chief Neil Hennelly informed me that he intends to retire in June, 2018 rather than be a candidate for the Police Chief position. He will remain the Interim Chief until the new chief is hired. Proposals for recruiting services are due November 22<sup>nd</sup>. Meanwhile, we are recruiting for sergeant positions to begin rebuilding the leadership structure in the department as quickly as possible.

That's it for this week.

Respectfully,

*Eileen*